

# Productivity Transfer Worksheet

(NOAA Rotational Assignment Program)



Employee Name: \_\_\_\_\_

Developmental Assignment Start date: \_\_\_\_\_ End date: \_\_\_\_\_

List Your Current Activities and Assignments	Status of Current Activities and Assignments	Important Milestones and Next Steps	How Do You Recommend This Work Be Handled?	Supervisor's Concurrence or Modifications

Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_